



Hampton Village COMMUNITY ASSOCIATION

Board Meeting Minutes

Wednesday, January 8th, 2020, 6:30 pm

Community Resource Room, 1055 Hampton Circle

ATTENDANCE:

Present Board Members (11):

- Cinthia (Chair)
- Barb
- Kristen
- Jess
- Demi
- Dave
- Myra
- Krista
- Monica
- Clara
- Kristy (Minute Taker)

Absent Board Members (7):

- Booker
- Chad
- Chelsey
- Paula
- Kelly
- Reann

Other Attendees (1):

- Jan, Community Consultant
- Robert, HFMC Liaison

QUORUM REACHED

SUMMARY:

The meeting was called to order at 6:33 pm.

1. Review & adoption of Agenda

MOTION: To approve the Agenda, as amended.		
MOVED BY: Kristen	SECONDED BY: Cinthia	MOTION CARRIED

2. Review & adoption of past Meeting Minutes

- The December 11th, 2019 Minutes were emailed prior to the meeting and hard copies were distributed at the meeting.

MOTION: To approve the December 11th, 2019 Minutes, as presented.		
MOVED BY: Barb	SECONDED BY: Krista	MOTION CARRIED

3. Business arising from the Minutes

- Review of Action Items.
- Dave reviewed and approved the Cinema Under the Stars PIES. Kristy will email it out to the rest of the board for review.
- Removing Jan's action item to contact Peter regarding rink lights and moving power underground, since Booker will have the contacts to take this on.

- Board members who still need to purchase an HVCA membership: Booker, Chad, Reann and Chelsey.

ACTION ITEM: Kristy to provide Cinema Under the Stars PIES to the board.

ACTION ITEM: Booker to look into moving the rink power underground, move the direction of the lights, and sell our old rink lights.

4. Correspondence – Nothing to report.

5. Executive Reports

President, Cinthia

- Discussion on advertising at the rink. Since our rink is in a public park and close proximity to a school, there would need to be an advertising policy created, which would then need to be approved by the city. Cinthia will contact the company that was inquiring to let them know our decision is to not have advertising at our rink at this time, however they are welcome to advertise in our Newsletter.
- Demi will be resigning from the board at the end of January, after she gets the winter Kinder Soccer program up and running. Cinthia will meet with Jan and Demi on January 23rd to transfer all of the documents and information. Demi to email Kinder Soccer parents to ask if anyone is interested in being the new coordinator. Kristy will also advertise on Facebook. Kinder Soccer will need to be cancelled for the spring if we are unsuccessful in recruiting a new Coordinator.

ACTION ITEM: Demi to email parents to inform them of a need for a Kinder Soccer Coordinator.

ACTION ITEM: Kristy to post Kinder Soccer Coordinator Ad to Facebook.

Vice President, Reann – Nothing to report.

Treasurer, Barb – Nothing to report.

Secretary, Kristy – Nothing to report.

6. Coordinator Reports

Communications, Cathy – Not present.

- The Communications Coordinator Report was reviewed (see attached).

Adult Indoor Coordinator, Paula – Not present, no report submitted.

Child & Youth Indoor Coordinator, Monica

- Fall Programs Report will be reviewed in February once all the Indoor Coordinators have completed their reports.

Daytime Indoor Coordinator, Vacant

Soccer Coordinators, Krista & Myra – Nothing to report.

Kinder Soccer, Demi

- Winter registration numbers are down, however Cinthia said they are usually lower than the fall and spring. The coaching session that was planned for this evening has been rescheduled for January 23rd. Demi will check her supplies to confirm there are enough jerseys for the spring.

Rink Coordinators, Booker & Chad – Not present.

- The Rink Coordinator Report was reviewed (see attached).
- The board agreed to have the rink lights turned on from 7-9 am, as there are people who are using the rink in the morning.
- Discussion on rink supervision. There are shovels left outside the rink if supervisor would like to shovel the ice, and they can also go inside the shed to warm up. If family skaters do not arrive within the first 45 minutes, the supervisor can go home.

ACTION ITEM: Kristy to add to Public Skating Facebook post that supervisor will go home after 45 minutes if no family skaters arrive.

Allocations Coordinator, Vacant

Online Registration/Membership Coordinator, Kelly – Not present, no report submitted.

- Cinthia reported that most registrations will close on Friday. Once closed, Kelly will email the list of participants to the corresponding Indoor Coordinators.

ACTION ITEM: Kristy to post to Facebook regarding registration closing on Friday.

7. Community Consultant Report, Jan

- The Community Consultant Report was emailed prior to the meeting, and hard copies were distributed at the meeting. The report was briefly reviewed.
- Community Centre Levy update: There is a specific department that is working on developing five different projects around the city. There will be a public consultation sometime this year, hopefully in the spring. These projects should be completed by 2021.
- The Winter Youth Grant that was submitted by Monica has been approved.
- Starting in the fall, Cost as a Barrier will be available to us. This is funding for people who can't participate in programs because finances are a barrier for them. There are three ways we can use this funding: waive the registration fee for an individual who qualifies, offer the entire program for free for everyone, or lower the program fee for everyone and run it at a loss. Our total funding amount is yet to be determined.

8. Special Events

Sponsors

- Discussion on how often we should be approaching local businesses for an event sponsorship. The board decided to create a sponsorship letter with a summary of our events coming up for the year.

Winter Luau & Christmas Hampers

- Kristy will add Winter Luau and Christmas Hampers to the events section of our website.

ACTION ITEM: Kristy to add Winter Luau & Christmas Hampers to our website.

Annual BBQ

- We will continue with handing out garage sales maps at the Annual BBQ since many people came asking for it last year.

Cinema Under the Stars

- Dave will tentatively book the screen for Cinema Under the Stars.

Pumpkins in the Park

- Pumpkins in the Park PIES has not yet been provided to the board.

ACTION ITEM: Reann to provide Pumpkins in the Park PIES to the board.

9. New Business

Volunteer Program Waiving

- Discussion on waiving or reimbursing a program fee for a board member. There are many benefits to having a board member participate in the programs that we offer: giving valuable feedback to the coordinator, monitoring the program, and having a face of the community association out amongst other participants. However, there will need to be a policy or bylaw created to reflect this mutual benefit, otherwise it could be seen as a form of compensation.
- Rather than reimbursing the board member after they have attended a minimum amount of meetings throughout the year, it would create less of an administrative burden on the board to waive the program fee at the time of registration. If a board member fails to attend the minimum amount of meetings but received a program credit, it would be disallowed for them in the second year. Cinthia will ask Kelly to look into creating a discount code on apparatus, which will waive the program fee.

ACTION ITEM: Jan to provide policy/bylaw sample wording for board member program waiving.

ACTION ITEM: Kelly to look into creating an apparatus discount code for board members.

Soccer Fees & Coach Honorarium

- Discussion on the U9 Soccer fees. There used to be a \$45 jersey deposit added into the U9 soccer fees, however this has now been worked into the price. Barb will meet with Krista and Myra to discuss what price to set for U9.
- Krista and Myra reported that it is still a struggle to get volunteers to coach soccer and would like to offer an honorarium as an incentive. Will also discuss the honorarium amount with Barb during their meeting.

Saskatoon Family Expo

- Cinthia and Cathy received an email offering our members a free child's admission to the Saskatoon Family Expo. Since they missed the deadline to advertise in our newsletter, they would like to post on our social media, and would also like to sponsor an email to our membership. The board decided that sponsoring an email would violate our code of ethics.

Parent Education Night

- Kristy reported that Lindsay's speaker is unable to attend January's event, so it has been cancelled.
- Rather than have a board member attend the events to verify memberships, we will provide a current membership list to Lindsay. She can then direct anyone who needs to purchase a membership to our website.

Motion to adjourn at 8:20 pm.

NEXT MEETING:

February 12th, 2020 at 6:30 pm
Community Resource Room, 1055 Hampton Circle

ACTION ITEMS:

New Action Items Arising from Meeting:

	Action	Person Responsible	Status/Complete By
1	Kristy to provide Cinema Under the Stars PIES to the board.	Kristy	ASAP
2	Booker to look into moving the rink power underground, move the direction of the lights, and sell our old rink lights.	Booker	ASAP
3	Demi to email parents to inform them of a need for a Kinder Soccer Coordinator.	Demi	ASAP
4	Kristy to post Kinder Soccer Coordinator Ad to Facebook.	Kristy	ASAP

5	Kristy to add to Public Skating Facebook post that supervisor will go home after 45 minutes if no family skaters arrive.	Kristy	ASAP
6	Kristy to post to Facebook regarding registration closing on Friday.	Kristy	ASAP
7	Kristy to add Winter Luau & Christmas Hampers to our website.	Kristy	ASAP
8	Reann to provide Pumpkins in the Park PIES to the board.	Reann	ASAP
9	Jan to provide policy/bylaw sample wording for board member program waiving.	Jan	ASAP
10	Kelly to look into creating an apparatus discount code for board members.	Kelly	ASAP

Carried over Action Items from Previous Meetings:

	Action	Person Responsible	Status/Complete By
1	Disc Golf: Continue to pursue course and meet with other interested groups.	Dave	Ongoing
2	Barb to create a policy regarding the credit card use.	Barb	Ongoing
3	Jan to contact Peter regarding moving the power underground, moving the direction of the rink lights, and selling our old rink lights.	Jan	Removing from list, Booker to do.
4	Booker, Chad, Reann and Chelsey to purchase an HVCA membership.	Booker, Chad, Reann and Chelsey	ASAP
5	Jan to provide Kristy with proper wording for changing a Member at Large's number in the 2019 AGM Minutes.	Jan	ASAP
6	All Board Members to choose an event that they can assist with.	Everyone	ASAP
7	Kristy to provide Cinema Under the Stars PIES to the board.	Kristy	ASAP
8	Dave to submit Sask. Lotteries Grant.	Dave	January 15th, 2020

Completed Action Items from Previous Meeting:

	Action	Person Responsible	Status/Complete By
1	Cinthia to add Soccer Coach Compensation to January's Agenda.	Cinthia	Done

Communications Coordinator Report

What I have done:

- Prepared and arranged for distribution of Winter newsletter (online edition).
- Invoiced all advertisers.
- Notified advertisers of our change of address and adjustment of fall submission date due to trip I will be taking.
- Together with Clara and Barb I advertised Winter Registration information on sign.
- Clara will change the sign to advertise Hampton Village Luau, after January 8th.
- Returned rink key to Cinthia.
- Ron repaired ledge at rink.

What needs to be done:

- Sign will be changed to advertise Family Skating after February 9th.

What I need from you:

- Nothing currently.
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Rink Coordinator Report

- The rink is getting used lots, it seems like there is always people on it (which is good). The weather has been good for skating the past 2 weeks as well.
- There was an attempted wire theft from the light posts before xmas, but they were not successful. Chad found it first and was able to track down the removed fuses and repair the wiring (the next night) so everything is working fine again. I filed a police report on Dec.18th (Incident occurred evening of Dec.16th, Chad repaired on Dec.17th...I think).
- On Jan.3rd, I found that a support for the north part of the north bench on the rink had broken. The benches were built sturdy so I suspect this was broken on purpose (jumping on bench?). I added some blocking and screws to the support (both sides of support) but this is not a permanent fix. I'm hoping my fix will last the winter and Chad/myself can rebuild part of the bench in the summer. See photo attached.
- The nets have been damaged, but Chad and I have talked to a friend that can hopefully weld up broken parts of the net to save us some money. They are still functional right now, but we'll try to get them fixed before they get worse. We may have to look at what it costs for replacement nets depending on how these repairs go.
- We extended the lights to stay on until 11pm, as there always seems to be kids skating there in the evening. Let us know if this is an issue.
- Chad and I are finding that we have to scrape/flood the rink 1-2 times per week to keep it smooth and avoid it getting wore down (cut up and scraped off), but it has been getting used lots lately...so once per week may be OK if weather is colder.
- We leave 2 shovels out to allow people to scrape the ice at their own discretion when we are not there, so far it has been working OK. The ice is usually left in decent shape when we check up on it (not perfect, but OK), and so far no damages to the shovels.
- Temps of -5 to -10 are best for flooding, it allows the water to level out and bond to the ice below before setting up and freezing.
- There hasn't been a lot of snow so far, so snow clearing has not been a big issue. I had to use the snow blower once before xmas and once on Boxing Day. Other than that we've been using shovels. That snow blower is pretty sweet to have for bigger snow falls...